Simple scenario Purchase Order MS Dynamics NAV 2018w1

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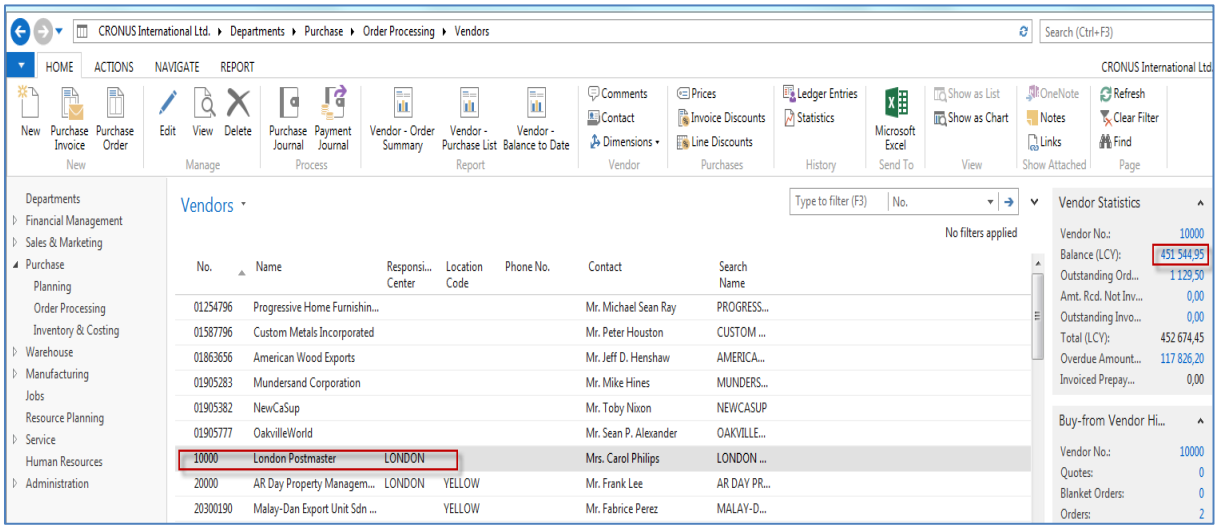
Date	:	21.10.2020
Reason	:	Orientation in the MS Dynamics NAV 2018. Material helping to understand basic purchase principles
For	:	**MPH_AOPR**, BPH_PIS1 and MPH_RIOP for summer term 2019 (if required)
Used database	:	MS Dynamics NAV 2018 W1 (British one) – RTS (role tailored client) MS Dynamics NAV 2018 Czech – RTS
Used abbreviations	:	Q=question, G/L=General Ledger, Simple Scenario = SS, PWP=Power-Point. PO-Purchase Order
Accompanying material:		Introduction MS Dynamics Purchase NAV RTC 20201021

This material is very useful for better understanding of Purchase Order creation.

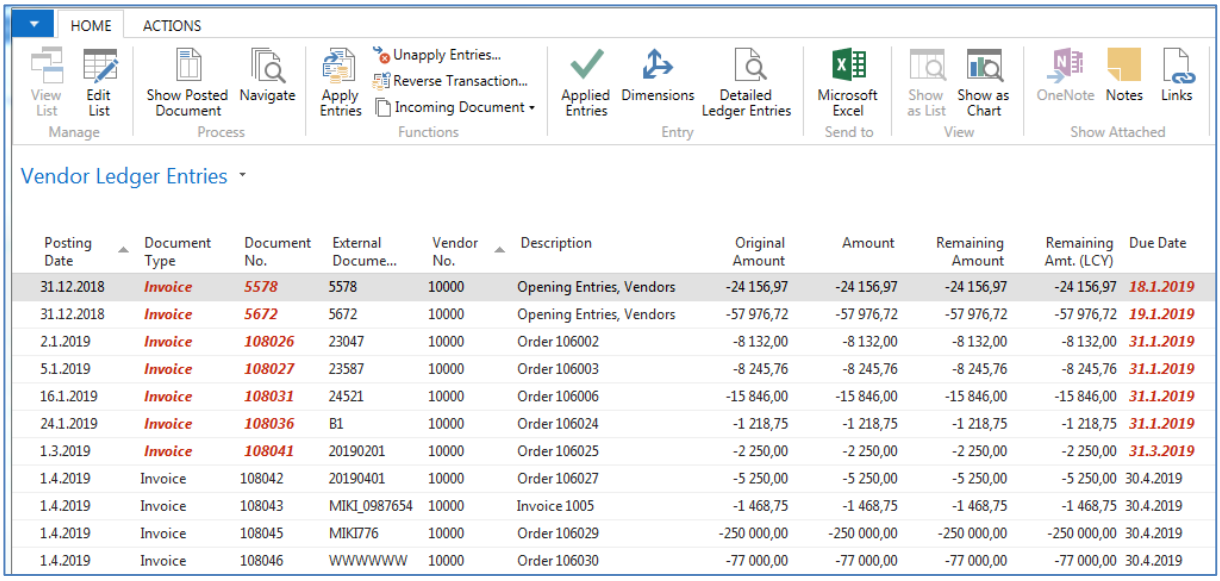
1. Go to menu **Departments** (down the menu) - **>Purchase - > Order Processing (**main part of the screen**) ->List->Vendors.** You will see the list of all Vendors used in our ERP system



2. You can move up and down cursor by arrows or even mouse clicks. To go to the first Vendor record, you can use Ctrl-Home and vice- versa to the end of the list by Ctrl-End. These rules are valid for all kinds of the list in the ERP system

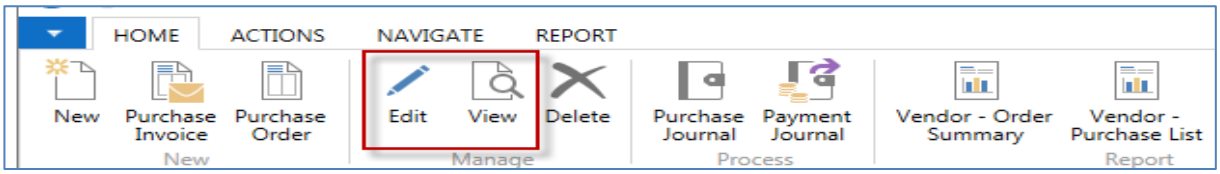
3. You see on the left-hand side Vendor statistics (Balance and other fields)

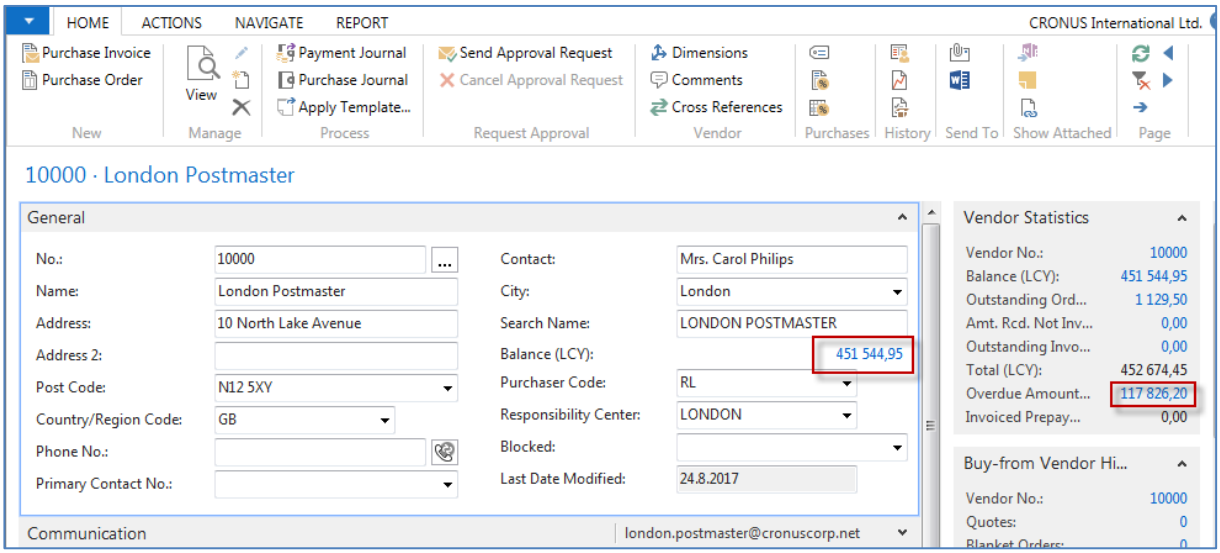
4. Click on figure Balance, and you will see all document already issued by all users



Posting Date	Document Type	Document No.	External Docume...	Vendor No.	Description	Original Amount	Amount	Remaining Amount	Remaining Amt. (LCY)	Due Date
31.12.2018	Invoice	5578	5578	10000	Opening Entries, Vendors	-24 156,97	-24 156,97	-24 156,97	-24 156,97	18.1.2019
31.12.2018	Invoice	5672	5672	10000	Opening Entries, Vendors	-57 976,72	-57 976,72	-57 976,72	-57 976,72	19.1.2019
2.1.2019	Invoice	108026	23047	10000	Order 106002	-8 132,00	-8 132,00	-8 132,00	-8 132,00	31.1.2019
5.1.2019	Invoice	108027	23587	10000	Order 106003	-8 245,76	-8 245,76	-8 245,76	-8 245,76	31.1.2019
16.1.2019	Invoice	108031	24521	10000	Order 106006	-15 846,00	-15 846,00	-15 846,00	-15 846,00	31.1.2019
24.1.2019	Invoice	108036	B1	10000	Order 106024	-1 218,75	-1 218,75	-1 218,75	-1 218,75	31.1.2019
1.3.2019	Invoice	108041	20190201	10000	Order 106025	-2 250,00	-2 250,00	-2 250,00	-2 250,00	31.3.2019
1.4.2019	Invoice	108042	20190401	10000	Order 106027	-5 250,00	-5 250,00	-5 250,00	-5 250,00	30.4.2019
1.4.2019	Invoice	108043	MIKI_0987654	10000	Invoice 1005	-1 468,75	-1 468,75	-1 468,75	-1 468,75	30.4.2019
1.4.2019	Invoice	108045	MIKI776	10000	Order 106029	-250 000,00	-250 000,00	-250 000,00	-250 000,00	30.4.2019
1.4.2019	Invoice	108046	WWWWWW	10000	Order 106030	-77 000,00	-77 000,00	-77 000,00	-77 000,00	30.4.2019

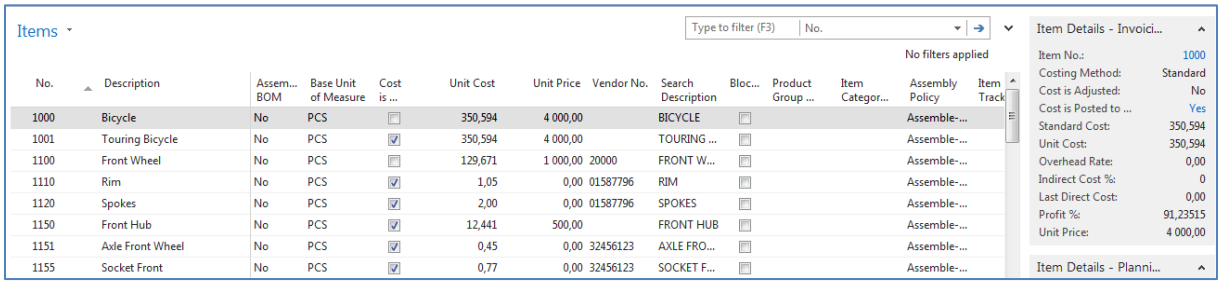
5. Go back to list by key ESC.
6. Open one chosen Vendor card by icon Edit (or View)



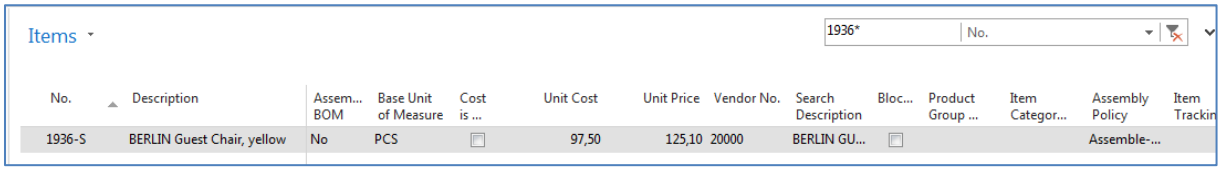


Investigate some other most essential Tabs of Vendor Card such as Payment Terms Code, Currency code, and language.

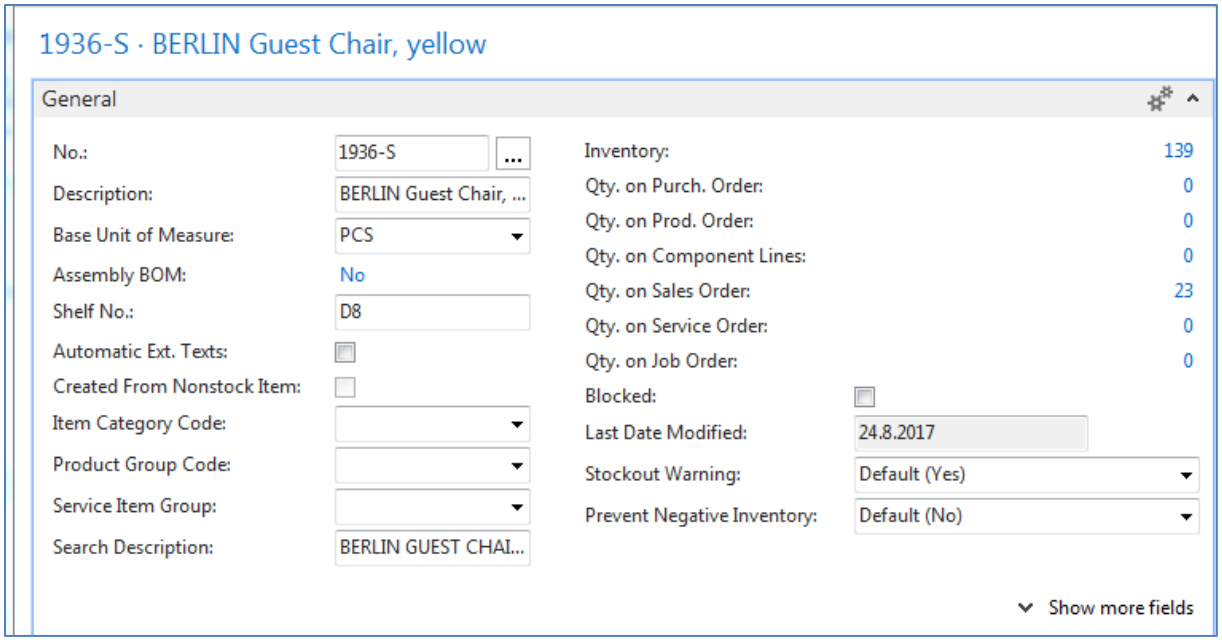
7. Go back by ESC and go to the searching window (upper right corner) and write there Item and “jump” to list of items.



8. By use of the filter, the engine goes to the Item 1932 – Berlin chair. How to do so? In the upper part of the list, you have filter pane where you can choose what kind of filter you would like to use. In our case we know, that item number is 1932, but we do not know if there is any other character of the number after 1932, so you put there * to saying to filter engine, that it could be any character or number after it. Character * represents a wildcard.

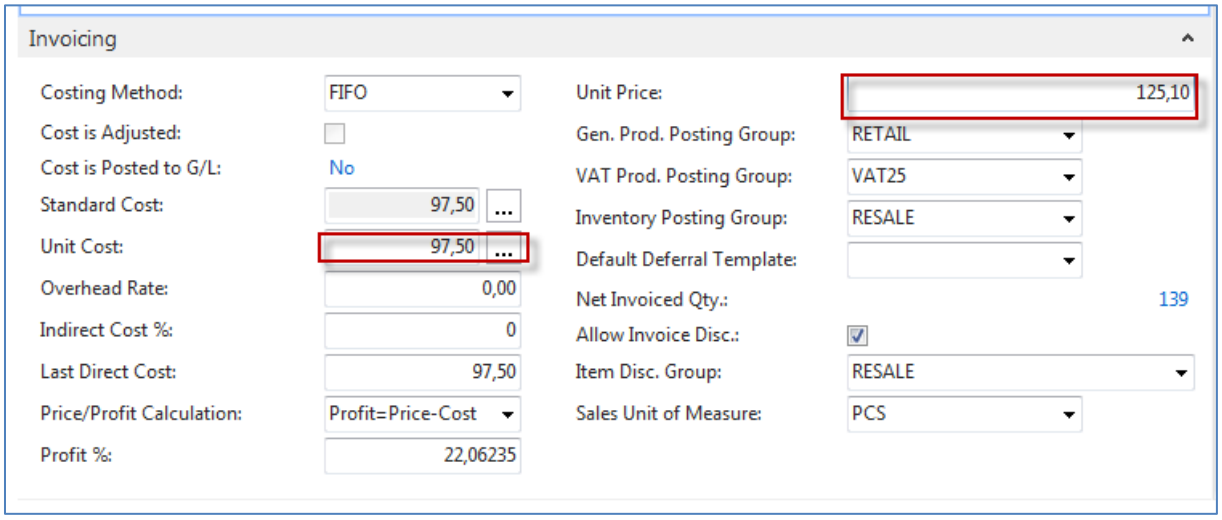


9. Open this item card in the same way as you already did in the Vendor list area. (Icons Edit or View)



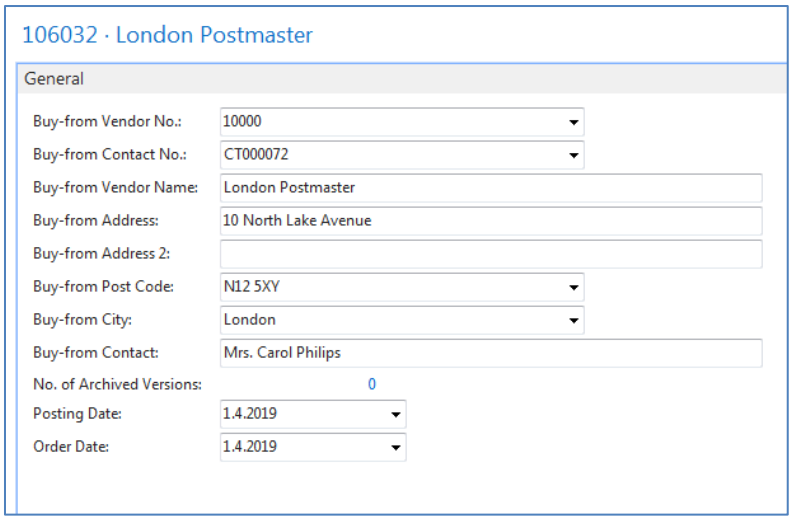
Here you see how much do we have in this very moment in our stock (Inventory field) and how many of this item is in our case (database) already ordered (but not delivered so far).

See next Invoicing Tab, where you can see the cost of the item and its Unit price as well.

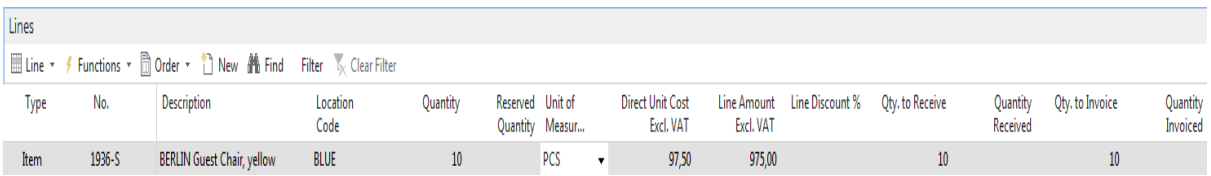


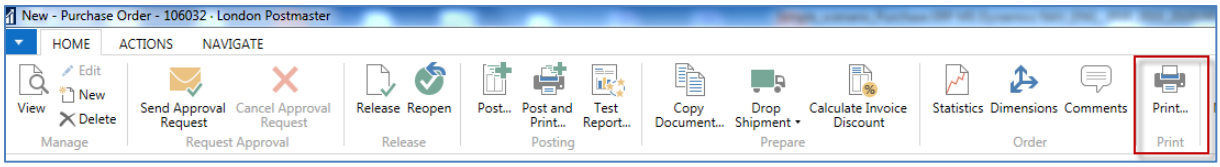
After investigating all procedures, press ESC and got to clause 10.

10. Go to menu **Departments** (down the menu) **->Purchase ->Order Processing->List->Purchase Orders** and you will see a list of existing Purchase orders which were issued previously but not posted (ordered items but not delivered so far). Click on Icon NE (upper left corner). By use of mouse of key F4 enter your chosen Vendor number to the header of our new Purchase Order and confirm your choice by key ENTER. You will get the header of our newly created document:

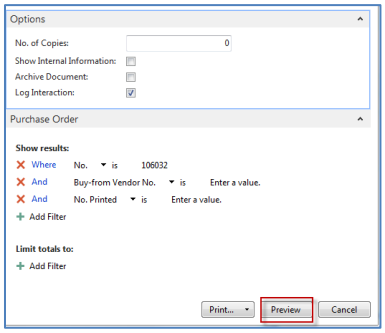


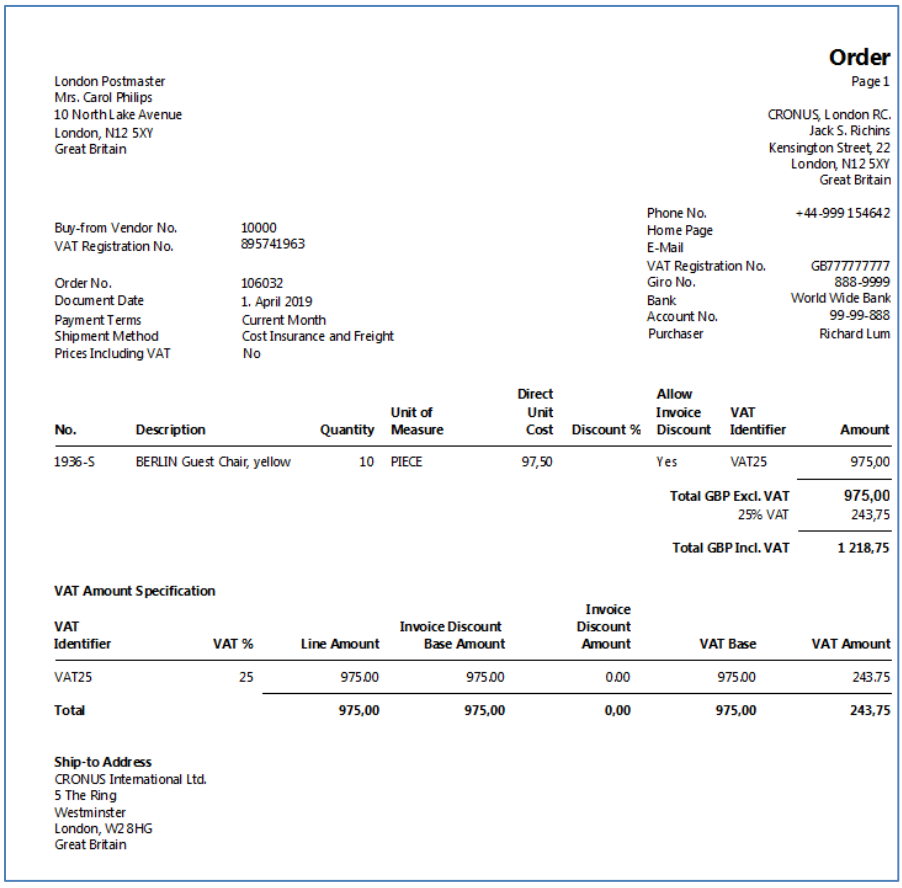
11. Below Purchase Order header you could see so far empty PO line, where you have to specify what do you want to order (Type=Item, Number is 1936-S, stock location= Blue and quantity= 10)





By use of the icon on the picture in above preview your document





Order

Page 1

London Postmaster
Mrs. Carol Philips
10 North Lake Avenue
London, N12 5XY
Great Britain

CRONUS, London RC.
Jack S. Richins
Kensington Street, 22
London, N12 5XY
Great Britain

Buy-from Vendor No.	10000
VAT Registration No.	895741963
Order No.	106032
Document Date	1. April 2019
Payment Terms	Current Month
Shipment Method	Cost Insurance and Freight
Prices Including VAT	No

Phone No.	+44-999 154642
Home Page	
E-Mail	
VAT Registration No.	GB777777777
Giro No.	888-9999
Bank	World Wide Bank
Account No.	99-99-888
Purchaser	Richard Lum

No.	Description	Quantity	Unit of Measure	Direct Unit Cost	Discount %	Allow Invoice Discount	VAT Identifier	Amount
1936-S	BERLIN Guest Chair, yellow	10	PIECE	97,50		Yes	VAT25	975,00

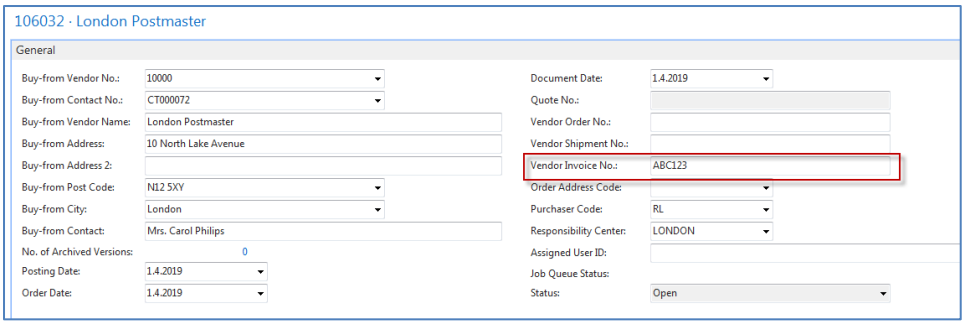
Total GBP Excl. VAT	**975,00**
25% VAT	243,75
Total GBP Incl. VAT	**1 218,75**

VAT Amount Specification

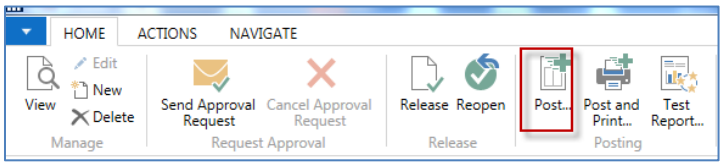
VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25	975.00	975.00	0.00	975.00	243.75
Total		**975,00**	**975,00**	**0,00**	**975,00**	**243,75**

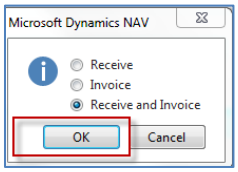
Ship-to Address
CRONUS International Ltd.
5 The Ring
Westminster
London, W2 8HG
Great Britain

12. The vendor will get this document by post or e-mail. After the expected delivery time, you will get ten chairs and two documents (Delivery list and Purchase Invoice) issued by your Vendor. Enter any alphanumeric string (e.g., ABC123) to the header of PO to the field Vendor invoice number (marked by orange *··)

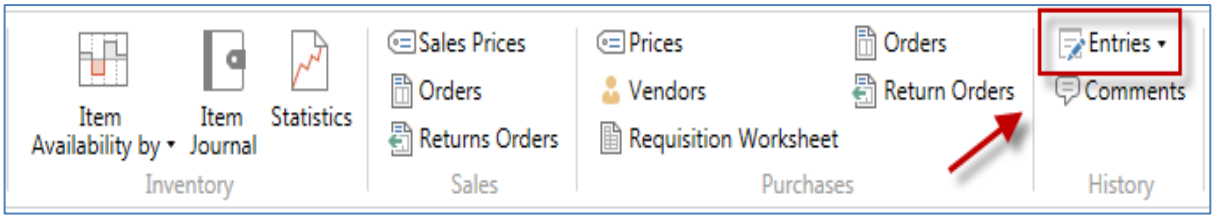


13. Next significant action is Posting this document to the system. Use either icon Post or Key **F9**. The result will be visible in stock (one item ledger entry with ten chairs), Vendor entry (new invoice (our payables) and in G/L.

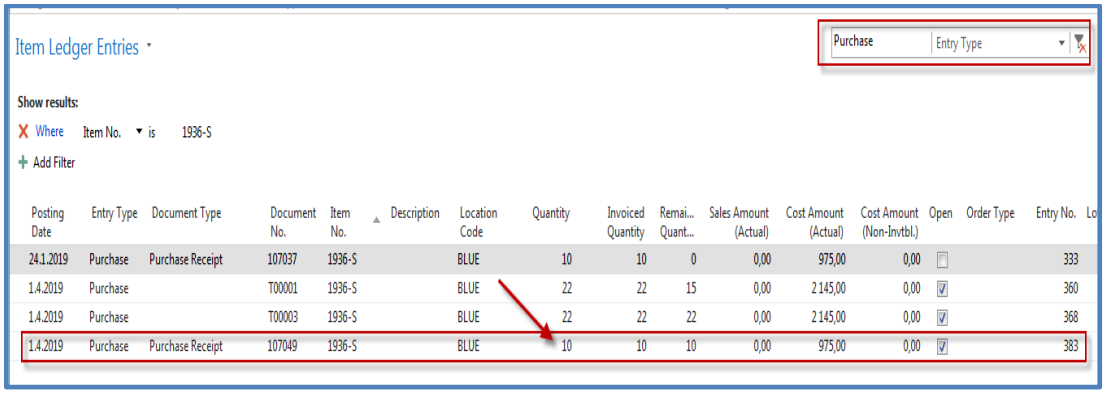




14. Item ledger entry (go to the searching window, write down Item, go to the list of items, find item 1936-S (the same procedure used in clause 8) and see entries by **Ctrl-F7** or icon Entries :

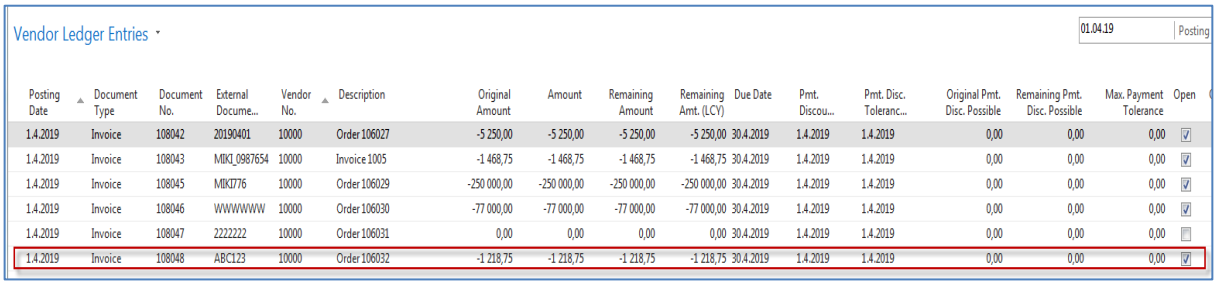


Item ledger entries:

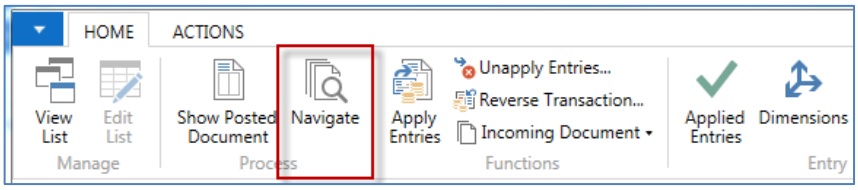


15. Go to menu **Departments** (down the menu) - **>Purchase ->Order Processing (**main part of the screen**) ->List->Vendors.** You will see the list of all Vendors used in our ERP system

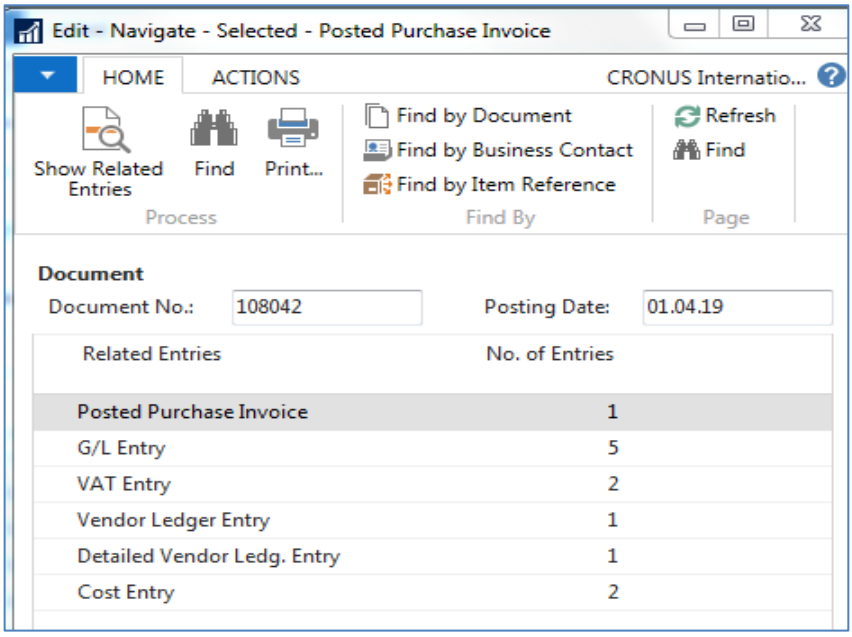
16. Find Vendor 10000 and make key combination **Ctrl-F7** to get Vendor ledger entries



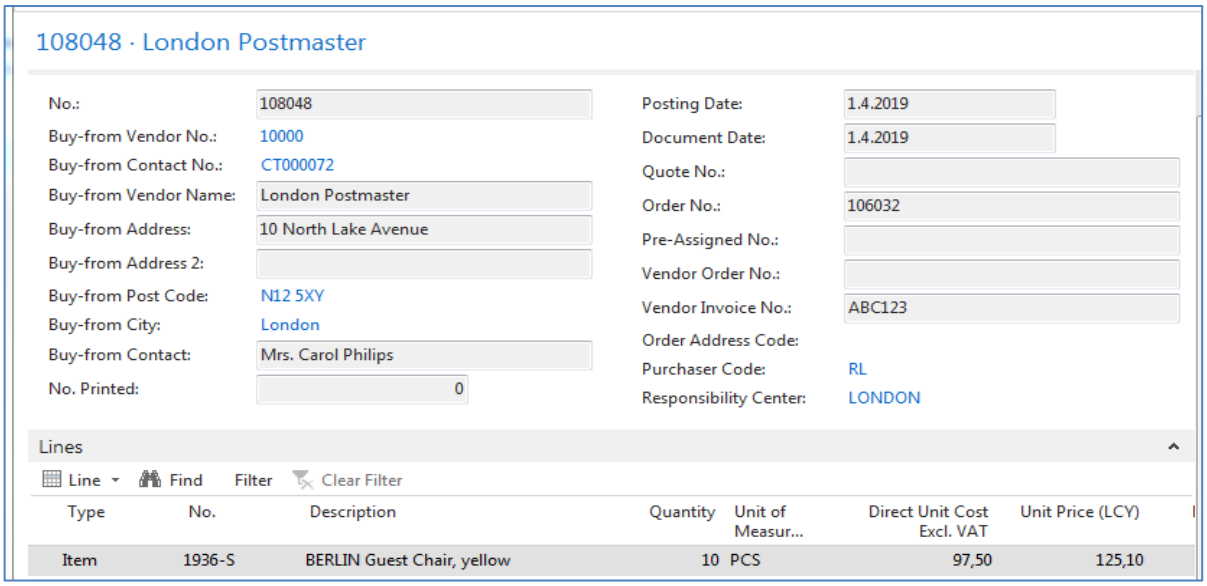
17. From there, we can show you how the Navigate function works. So you find icon Navigate an click on it



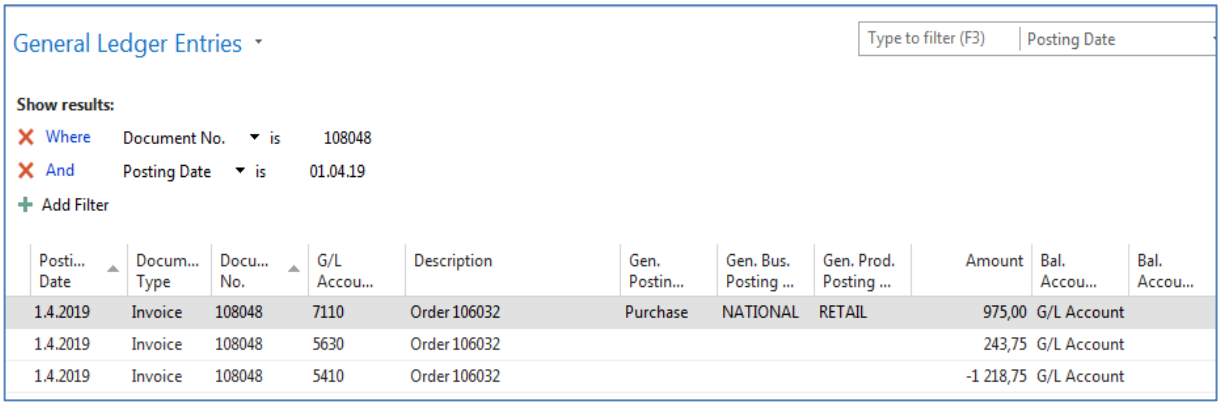
moreover, you will get a picture from where you can see all likely impacts of posting PO.



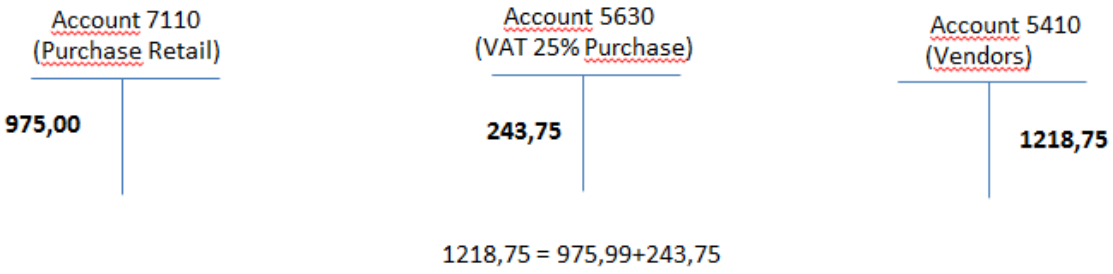
18. To see document use icon Show related entries. To see G/L transactions (Entries) use the same icon.



Moreover, General Ledger entries



NAV syntax of amount: if positive sign then **Debit side** or Debtor side if negative, then **Credit side** or Creditors



1218,75 = 975,99+243,75